

16 February 1959

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MEMORANDUM FOR: [] Registrar, OIR
SUBJECT : Candidates for Columbia University Institute on
Indexing Periodicals, May 25-29, 1959.

1. Attached is a copy of the announcement which appeared in the Special Libraries Bulletin of December 1958 of a five day Institute on Indexing Periodicals to be held under the auspices of Columbia University's School of Library Service in New York City from 25-29 May 1959.

2. As discussed, we will appreciate your arranging for two of our Document Division people to enroll in this Institute. As you know, the Document Division is engaged in two indexing operations: the indexing of raw intelligence reports for the Intellofax System and finished intelligence, periodicals, and monographs for the Intelligence Publications Index.

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Chief, CIA Section, Analysis Branch will be our two candidates. Both
25X1 have had extensive experience in the types of indexing noted above.
[] has been in the CIA indexing field for 11 years and [] 25X1
for 8 years. They are well qualified to participate in this Institute.

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Chief, Document Division, CR

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